

*All: I invite all interested spouses of ISC active-duty members to volunteer as ISC Honolulu Ombudsman. Deadline to submit resume to ISC XO, CDR Erin Brogan, is 30 September 2004.*

*Further information is below. Please pass this information to your spouse, and urge them to consider serving in this important position.*

*R/M. E. CUTTS*

*Commanding Officer, ISC Honolulu*

**Duties:**

- Assist ISC families with information and referral to resources, as needed
- Advise ISC command about the needs and concerns of our families
- Serve as a liaison between the command and ISC families to ensure information is clear and delivered promptly
- Establish an efficient way to communicate with families, both routinely and when urgent. Some examples might be a newsletter, e-mail, and/or telephone tree.

**Appointment:** usually for one year, with renewal possible

**Command will provide:**

- Training, Advice, and Support
- Unit Roster
- Name Tag
- Telephone Answering Service/Machine, if necessary
- Authorization to ride as a passenger in Government vehicles
- Funding or Services- / Materials-In-Kind for all Ombudsman-Duty-related expenses (mail materials, postage, admin supplies and services, copying, childcare, local mileage, travel and per diem for training, parking, and telephone calls)
- Coverage under Workers Compensation and the Tort Claims Act while acting officially

**Selection Process:**

1. Applicants should forward a brief, one-page resume to CDR Brogan, ISC XO, at:

Commanding Officer (cx), USCG Integrated Support Command,  
400 Sand Island Parkway,  
Honolulu, HI 96819-4398.

**The deadline for applying is 30 September 2004.**

Resume should contain:

- Name
- Address
- Telephone Number
- Education [school(s) attended; subjects studied; degree(s) received, if any]
- Other Training [kind, length, year of workshop(s), seminar(s), etc]
- Employment History [position, company, responsibilities]
- Relevant Experience [related volunteer work or life experiences (including those as CG spouse); duties; achievements; skills acquired] Honors / Memberships [any awards received, memberships in organizations, offices held]
- Criminal / Ethical History [any past or present situations (like domestic violence) the command should be aware of]
- References [people who know you well or past employers who would be able to discuss your character and/or work performance]
- Reason(s) why you believe you'd like to volunteer as Command Ombudsman (include any long-range goals)
- Reason(s) why you believe you're qualified for this position

2. Once applications are received, each applicant will be interviewed by the command, a Coast Guard records check will be performed, and an applicant will be offered the position.

Thank you for your consideration.